

# **Control Room Logbook (CRL)** Quick Reference Card for NuMI/MINOS

## Getting Started with CRL

**Get started with the NuMI/MINOS-customized CRL application interface and Web interface.**

CRL runs on [minos-crl.minos-soudan.org](http://minos-crl.minos-soudan.org). This machine requires Kerberos authentication to the FNAL.GOV realm.

CRL runs under the account `crluser`. Any user who invokes CRL must be authorized to use this account. To request authorization, send mail to [minoscrl-admin@fnal.gov](mailto:minoscrl-admin@fnal.gov).

To log in to [minos-crl.minos-soudan.org](http://minos-crl.minos-soudan.org) and invoke CRL:

- Console login: Login with local password (Password attached to machine.) Type: `crl &`.
- Cryptocard network login: Login as yourself on minos-offline using Cryptocard, then run `ssh crluser@minos-crl`. Make sure that the DISPLAY is set to your local machine. Type: `crl &`.
- WRQ network login: Create a **HOST-UNIX AND DIGITAL** connection setup for [minos-crl.minos-soudan.org](http://minos-crl.minos-soudan.org). Set the User ID to `crluser`. Authenticate under your principal, then log in using your principal as user `crluser`. Start Reflection X, and minimize. On VT window, type: `crl &`.

To use CRL, obtain a CRL account. To request one, send mail to [minoscrl-admin@fnal.gov](mailto:minoscrl-admin@fnal.gov).

Log in to CRL at start of shift, and log out at end. See **Log IN/Log OUT** under **THE CRL TOOLBAR**, below.

Change your CRL password when you log in the first time. See **CHANGE PASSWORD** under **THE CRL TOOLBAR**, below.

To access Web interface: URL is <http://minos-crl.minos-soudan.org/>  
 1. Enter NuMI/MINOS username and password.  
 2. Click *Link to MINOS CRL web interface*.

## The CRL Toolbar

**The column of buttons on left side of CRL window.**

<b>LOG IN/LOG OUT</b>	Log in (CRL username and password required), and log out self or other user(s).
<b>ENTRY SIGNERS</b>	Add/remove logged in users to/from list of logbook entry signers.
<b>ADMINISTRATOR</b>	Add/activate/delete users (admin password required).
<b>CHANGE PASSWORD</b>	Change your CRL password (4-8 characters).
<b>SEARCH</b>	Query database of archived logbook entries.
<b>THREAD EXPLORER</b>	Bring up the <b>THREAD EXPLORER</b> window to access entry threads.
<b>CURRENT SITUATION</b>	Enter "current situation" global message.
<b>PREFERENCES</b>	Select entry header lines to display/hide in container windows.
<b>CHECKPOINT RECOVERY</b>	If you suspect loss of unarchived entries, recover them here.
<b>ABOUT LogBook</b>	View information about the CRL application.
<b>EXIT LogBook</b>	Exit the CRL application.

## Create Logbook Entries in CRL

**Select an appropriate category and topic to open the corresponding input container window. Create entry. Entry header appears in **RED**.**

1. Select a desktop page from the page tabs at top of CRL window.

2. Open an input container:

- If one or more are open by default, click on one to select it.
- Otherwise, select container category and topic from drop-down menus.

3. Select entry type and create entry in one of three ways:

- Select target container then double-click button on Logbook Entry Toolbar (at right-hand side of desktop). See **LOGBOOK ENTRY TOOLBARS**.
- Drag Logbook Entry toolbar into target container.
- Create a TEXT entry by double-clicking inside target container.

4. Add information to entry.

5. Archive entry when complete.

*Note: Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min.*

## Logbook Entry Toolbars

**Logbook entry toolbars run down right-hand side of desktop pages. See "Create Logbook Entries in CRL" for instructions on creating an entry using one of these toolbar buttons.**

*Toolbuttons common to all\* NuMI/MINOS CRL pages:*

- |                      |  |
|----------------------|--|
| • <b>TEXT</b>        | Type in text at cursor and/or insert date&time, image, or text from file.  |
| • <b>ROOT DATA</b>   | In dialog box, enter name of ROOT output file, or browse for it. File is dropped into container.                       |
| • <b>ATTACH FILE</b> | In dialog box, enter name of an application output file of any type, or browse for it. File is dropped into container. |
| • <b>EXECUTE</b>     | In dialog box, enter an OS command. Command output is dropped into the container.                                      |

*Toolbuttons on **FAR DETECTOR INSTALLATION** page only:*

- |                             |   |
|-----------------------------|---|
| • <b>START OF SHIFT</b>     | Fill out this form at the start of shift. (You must archive it before creating <b>END OF SHIFT</b> form.)       |
| • <b>END OF DAY SHIFT</b>   | Fill out this form at end of day shift. Some info from <b>START OF SHIFT</b> form is filled in automatically.   |
| • <b>END OF NIGHT SHIFT</b> | Fill out this form at end of night shift. Some info from <b>START OF SHIFT</b> form is filled in automatically. |

*Toolbuttons on **FAR DETECTOR OPERATION** page only:*

- |                         |   |
|-------------------------|---|
| • <b>START OF SHIFT</b> | Fill out this form at the start of DAQ shift. (You must archive it before creating <b>END OF SHIFT</b> form.)     |
| • <b>END OF SHIFT</b>   | Fill out this form at the end of DAQ shift. Some info from <b>START OF SHIFT</b> form is filled in automatically. |

*Toolbuttons on **MODULE MAPPER** page only:*

- |                         |   |
|-------------------------|---|
| • <b>START OF SHIFT</b> | Fill out this form at the start of module mapper shift. |
| • <b>SUMMARY</b>        | Fill out this form at the end of module mapper shift.   |

**VETO SHIELD INSTALLATION and NETWORK pages have no extra toolbuttons (\* NETWORK has no ROOT DATA toolbar button).**

## Create Image File from Screenprint

Capture image of window for subsequent inclusion into CRL entry. Save image file as gif or jpg. (UNIX prompt shown below as %)

To capture a window on CRL "home" machine:

```
% cd /path/to/CRLfiles
% import -delay <n> <filename>.<ext>
Within <n> seconds, click twice on desired window.
To view image: % xv [&]
Create entry using ATTACH FILE toolbutton to insert <filename>.<ext>.
```

To capture a window on remote machine:

```
Log into remote machine using ssh:
(If no ssh, run "xhost <CRL home machine>" on remote host.)
(on CRL home machine) % cd /path/to/CRLfiles
(on CRL home machine) % import -display <remoteHost>:0.0 <file>.<ext>
(on remote machine) Click twice on desired window.
Image file saved in directory from which "import" command is issued.
To view image: % xv [&]
Create entry using ATTACH FILE toolbutton.
```

## Attach Same Message to All Upcoming Entries

The **CURRENT SITUATION** button is used to turn a global message on and off. Once set, the message is included with all future entries of all types in local CRL installation.

To set a message	Click <b>CURRENT SITUATION</b> button. Type in message, then click <b>OK</b> .
To change the message	Click <b>CURRENT SITUATION</b> button and edit the message. Click <b>OK</b> .
To turn off the message	Click <b>CURRENT SITUATION</b> button. Choose <b>TERMINATE CURRENT SITUATION</b> .

## Far Detector Installation Page Menus

This page is for entries relating to **INSTALLATION** of the Far Detector.

Entry Input Menu Items: Entry types to insert:

- **INSTALLATION SHIFT > GENERAL INSTALLATION LOG** Entries related to installation of detector including shift leader summary, and **START OF SHIFT** and **END OF ... SHIFT** forms.
- **INSTALLATION SHIFT > PROBLEMS WITH MOUNTED MODULES** Entries related to module problems such as light leaks, etc. (No forms go here)

Other Menu Items: Actions to perform:

- **THREADS > THREAD CONTAINER** Click **THREAD EXPLORER**; drag thread from that window to thread container in order to view and manipulate entries in thread
- **REPORT > DAILY REPORT** Click **SEARCH**, query database, and drag resulting entries to daily report container
- **REPORT > WEEKLY REPORT** Click **SEARCH**, query database, and drag resulting entries to weekly report container
- **REPORT > MONTHLY REPORT** Click **SEARCH**, query database, and drag resulting entries to monthly report container

## Far Detector Operation Page Menus

This page is for entries relating to **OPERATION** of the Far Detector.

Entry Input Menu Items: Entry types to insert:

- |  |  |
|--|--|
| <b>DAQ ENTRY&gt; GENERAL DAQ LOG</b>               | Entries related to DAQ operations including <b>START RUN</b> and <b>END RUN</b> forms. |
| <b>FD DAQ DEVELOPMENT &gt; DAQ DEVELOPMENT LOG</b> | Entries related to DAQ upgrades.   |

Other Menu Items (See Other Menu Items under **FAR DETECTOR INSTALLATION PAGE MENUS**)

## Module Mapper Page Menus

This page is for entries relating to **Module Mapping**.

Entry Input Menu Items: Entry types to insert:

- |  |   |
|--|---|
| <b>MODULE MAPPER ENTRY&gt; GENERAL MODULE MAPPER LOG</b> | Entries related to module mapping including the <b>START OF SHIFT</b> and <b>SUMMARY</b> forms. |
|--|---|

Other Menu Items (See Other Menu Items under **FAR DETECTOR INSTALLATION PAGE MENUS**)

## Veto Shield Installation Page Menus

This page is for entries relating to **Veto Shield Installation**.

Entry Input Menu Items: Entry types to insert:

- |   |  |
|---|--|
| <b>VETO SHIELD INSTALLATION ENTRY&gt; GENERAL VETO SHIELD LOG</b> | Entries related to veto shield installation. |
|---|--|

Other Menu Items (See Other Menu Items under **FAR DETECTOR INSTALLATION PAGE MENUS**)

## Network Page Menus

This page is for logging network problems.

Entry Input Menu Items: Entry types to insert:

- |  |                                      |
|--|--------------------------------------|
| <b>NETWORK ENTRY&gt; GENERAL NETWORK LOG</b> | Entries related to network problems. |
|--|--------------------------------------|

Other Menu Items (See Other Menu Items under **FAR DETECTOR INSTALLATION PAGE MENUS**)

## Select Logbook Entry(ies) in Container Window

You can select one or more entries in a container.  
Selected entry header background turns gray.

select an entry	Click	Click once in the entry's header.
deselect single entry (only one entry selected)	Click	Click once in the entry's header.
deselect single entry (only one entry selected) and select different entry simultaneously		Click once in the header of the new entry.
select multiple entries	<Ctrl>-click	Select the first entry as described above, then press the <Ctrl> key and click once in the header of another entry. Continue for additional entries
deselect one of multiple selected entries	<Ctrl>-click	Press the <Ctrl> key and click once in the header of entry to deselect.
select all entries in container		<b>ENTRIES</b> menu > <b>SELECT ALL ENTRIES</b> This selects non-archived and archived entries.
deselect all selected entries		<b>ENTRIES</b> menu > <b>UN-SELECT ALL ENTRIES</b> Or 2 single clicks in selected header.




## Edit and Archive Logbook Entries from CRL

**LOG ON BEFORE YOU ARCHIVE ANY ENTRIES!!**  
Entry header appears in **BLACK** after entry is archived.  
Unarchived entries: Edit, Delete, Archive  
Archived entries: Thread, Annotate

Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min.

select text/image in an entry		Position cursor and drag over text.
select all text/images in an entry	Ctrl-a	Position cursor in body of desired entry. Select all manually, or click <b>EDIT</b> menu > <b>SELECT-ALL</b>
cut text/image	Ctrl-x	Select item, click <b>EDIT</b> menu > <b>CUT-TO-CLIPBOARD</b>
copy text/image	Ctrl-c	Select item, click <b>EDIT</b> menu > <b>COPY-TO-CLIPBOARD</b>
paste text/image	Ctrl-v	Position cursor, click <b>EDIT</b> menu > <b>PASTE-FROM-CLIPBOARD</b>
change font family		<b>FONT</b> menu > <b>FAMILY</b>
change font style		<b>FONT</b> menu > <b>STYLE</b> (Click the style again to toggle back to normal font.)
change font size		<b>FONT</b> menu > <b>SIZE</b>
change font color		<b>FONT</b> menu > <b>COLOR</b>
insert image from file		Place cursor in entry. <b>INSERT IMAGE</b> > <b>INSERT IMAGE FROM A FILE</b>
insert image from URL		Place cursor in entry. <b>INSERT IMAGE</b> > <b>INSERT IMAGE FROM A URL</b> . Type full URL.

**LOG ON BEFORE YOU ARCHIVE ANY ENTRIES!!**  
Entry header appears in **BLACK** after entry is archived.  
Unarchived entries: Edit, Delete, Archive  
Archived entries: Thread, Annotate

undo previous operation	Ctrl-z	<b>EDIT</b> menu > <b>UNDO &lt;OPERATION&gt;</b> Repeat n times to undo last n operations in stack.
redo "undone" operation	Ctrl-y	<b>EDIT</b> menu > <b>REDO &lt;OPERATION&gt;</b> Repeat n times to redo last n "undo" operations in stack.
add keyword(s) to entry		Click on  <b>WORDS</b> . Select from the left-hand list of attachable keywords and click <b>ADD=&gt;</b> . You can add multiple keywords at a time.
add global keyword(s) to entry		Click on  <b>WORDS</b> ; click <b>GLOBAL KEYWORDS</b> . Select from the left-hand list of keywords and click <b>ADD=&gt;</b> . You can add multiple keywords at a time.
remove keyword(s) from entry		Click on  <b>WORDS</b> ; select from the right-hand list of attached keywords and click <b>&lt;=REMOVE</b> . You can remove multiple keywords at a time.
archive selected entry(ies)		<b>ENTRIES</b> menu > <b>ARCHIVE SELECTED ENTRIES</b>
archive all entries in container		<b>ENTRIES</b> menu > <b>ARCHIVE ALL NON-ARCHIVED ENTRIES IN THIS TOPIC</b>
remove selected entry(ies)		<b>ENTRIES</b> menu > <b>REMOVE SELECTED ENTRIES</b> (Archived entries are removed only from view, they remain in the database. Non-archived entries are deleted.)
remove all entries from container		<b>ENTRIES</b> menu > <b>REMOVE ALL ENTRIES IN THIS TOPIC</b> (See note above.)
view container category		<b>CHECK CATEGORY</b>

## Thread Entries

Logbook entries pertaining to a particular issue can be linked via a "thread". Manipulate threads in **THREAD CONTAINERS** and **INPUT CONTAINERS**, as noted below.

create new thread		<b>THREAD EXPLORER</b> > <b>NEW THREAD</b> (from input or thread container: <b>ADD SELECTED ENTRIES TO A THREAD</b> )
view a thread		<b>THREAD EXPLORER</b> : select thread and drag it to thread container
sort entry(ies) in a thread		thread container: <b>SORT</b> menu
add entry(ies) to a thread		input or thread container: <b>ENTRIES</b> menu > <b>ADD SELECTED ENTRIES TO A THREAD</b>
select entry(ies) in a thread		thread container: Ctrl-click individual entries, or <b>ENTRIES</b> menu > <b>SELECT ALL ENTRIES</b>
delete existing thread		<b>THREAD EXPLORER</b> : select thread and click <b>DELETE THREAD</b>

## Recover Checkpointed Entries

Logbook entries are periodically checkpointed to protect against data loss. Once CRL is back up after a disruptive event, you can recover the lost entries.

Click the **SEARCH** button (on the CRL toolbar) to bring up **CHECKPOINT** window.

Open a checkpoint container or input container for which category/topic matches that for entry(ies).

On **CHECKPOINT** window, select desired entry(ies) and drag them to target container. Then edit and archive as desired.

## Search, View, Annotate Entries from CRL

Query database to retrieve archived entries. Use a **REPORT CONTAINER** to view and annotate them (if **INPUT CONTAINER** used, it filters on its category/topic). **Note: Printing is not enabled in CRL; print entries from Web interface.**

Search and view archived entries:

Click the **SEARCH** button (on the CRL toolbar at left). This brings up a window with two tabs:

### • INQUIRIES

Set one or more filters for searching the database. You can configure your inquiry, execute it, save results, save the inquiry for future use, restore and edit inquiry. To view results, drag the **FOUND <n>** button to a report container.

### • LOGENTRY EXPLORER

Search the database by year, month, day, or hour and by category/topic. Within the selected time window, optionally confine the search to a particular data input category and/or topic. Drag entry(ies) to a report container to view them.

Annotate an entry

Add a note to an archived entry. Scroll to entry and click **ANNOTATE** button on entry. Enter text, and click **COMMIT ANNOTATION**.

View annotation

Click **REFRESH** button on entry (all annotations made on entry appear).

## Retrieve Run\_Summary Entries from CRL

Follow instructions for “Search, View, Annotate Entries from CRL”. Use search criteria given here.

Search on any of:

- Category **FD DATA COLLECTION**
- Topic **FD DATA COLLECTION LOG**
- Keyword **FD\_DATA\_COLLECTION** (and optionally **DAILY\_REPORT**, **WEEKLY\_REPORT**, and **MONTHLY\_REPORT**)

## Create and Archive Logbook Entries from Web

Only text entries can be made from the Web interface.

1. Access web interface:

- URL is <http://minos-crl.minos-soudan.org/>
- Enter NuMI/MINOS username and password.
- Choose *Link to MINOS CRL web interface*.

2. Select and click a category/topic from “**CREATE AN ENTRY...**” buttons under search header.

3. Enter your CRL username and password at prompt.

4. Entry page appears. To add content to entry:

- Select one or more keywords from list at top-right.
- Enter text in box.

5. Archive entry. If you plan to add multiple entries, click **ARCHIVE ENTRY**. Else, click **ARCHIVE ENTRY AND LOG OFF**.

## Search and Retrieve Archived Logbook Entries from Web

Select and edit the search criteria as desired.

1. Access web interface (see **CREATE AND ARCHIVE LOGBOOK ENTRIES FROM WEB**).

2. At top of search page, enter a search time window (absolute or relative time).

3. Choose operator. You can filter on manual versus Run Summary program entries.

4. Choose header information to display.

5. Select keyword(s) to filter on.

5. Type in word(s) for word search.

6. Click one of the search buttons to retrieve entries:

- **SEARCH FROM-TO**
- **TO\_PRESENT\_TIME**
- **PREVIOUS**
- **NEXT**

7. Scroll down to see retrieved entries.

8. To print entries, select print on your browser to print the page.

## Annotate Archived Logbook Entries from Web

Add a note to any archived entry.

1. Search and retrieve entries as described in **SEARCH ARCHIVED LOGBOOK ENTRIES FROM WEB**.

2. Once entry is retrieved, click **ANNOTATE THIS ENTRY**.

3. Enter your CRL username and password.

4. Enter annotation text in box.

5. Click **SAVE ANNOTATION**.

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